



CABINET FOR HUMAN RESOURCES
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621

DEPARTMENT FOR SOCIAL INSURANCE
"An Equal Opportunity Employer M/F/D"

KASES Network Memo No. 32

TO: Staff, Division of Child Support Enforcement
All IV-D Agents

FROM: Steven P. Veno, Acting Director
Division of Child Support Enforcement

DATE: August 10, 1994

SUBJECT: Conflict of Interest Cases and Maintenance of Case
Event Histories

The event record on the Kentucky Automated Support and Enforcement System (KASES) is a history of events which have occurred in a case. The case event history is used to keep a record of completed actions, just as a case summary sheet is used to keep a record of completed actions for the hard copy case record.

Many events are automatically created by KASES. For example, a system generated event occurs when a document is generated or when a court disposition code is entered. Other events must be manually created. For example, a manual SELF event must be created for a conflict of interest case when contracting official staff send the case to another contracting official or to the Contract Services Branch for forwarding to the Department of Law.

A detailed explanation of maintaining a case event history can be found in the KASES Handbook, Section 5.000, Case Management, Subsection 5.050, Case Event Maintenance.

Contracting official staff must manually create a SELF event for a conflict of interest case which is being sent elsewhere for legal action. The notes attached to this event must explain the nature of the conflict and record where the case is being sent. The creation of this SELF event is necessary to maintain an accurate case history and to allow area office caseworkers and others to be able to determine the status of the case.

JEFFERSON COUNTY DCSE AND CONTRACTING OFFICIAL STAFF ARE TO SAVE AND FILE THIS MEMO FOR FUTURE REFERENCE.

Related: Information Release #498, Conflict of Interest (5/24/94)

Retention: Until Superseded

Inquiries: DCSE Staff - Supervisors
IV-D Agents - Compliance Analysts